

**MINUTES OF A SPECIAL MEETING
OF THE
BOARD OF TRUSTEES
OF THE
TOWN OF BUENA VISTA, COLORADO**

OCTOBER 19, 2010

CALL TO ORDER

A Special meeting of the Board of Trustees was called to order at 1:04 PM, Tuesday, October 19, 2010, at the Community Center, Pinon Room, 715 E. Main Street, Buena Vista, Colorado by Mayor Joel Benson. Present were Trustees Norm Nyberg, Robert Flint, Carrie Carey, Jerry Steinauer, Keith Baker, Town Administrator Sue Boyd and Town Clerk Diane Spomer.

ROLL CALL

Town Clerk Diane Spomer proceeded with the roll call and declared a quorum.

PLEDGE OF ALLEGIANCE

Mayor Benson led in the Pledge of Allegiance.

BUSINESS ITEMS

CONSIDERATION OF OPTIONS FOR FILLING INTERIM TOWN CLERK POSITION

Administrator Boyd outlined that in trying to plan for a smooth transition with Diane's resignation effective October 21, 2010, Diane has proposed working on a part-time basis with hours not to exceed 24 hours per week until December 31, 2010. A Resolution has been prepared to appoint Diane as the Interim Town Clerk with an attached Job Description outlining the core responsibilities; FLSA would implement this position as part-time with no benefits; the job description outlines training Jennifer Dixon (Deputy Town Clerk) to make sure all those in the front office can handle permitting and customer service items; an exception in the job description are the Election Official duties; we are hopeful to have a new Town Clerk by the end of December; the position will be posted in the paper this week with a closing date of November 22, 2010.

Discussion held on the date of Diane's resignation was September 30; posting to the Clerk's Listserv was Friday, October 15; Diane noted she is following up with the individual who was posting to the CMCA website.

- Should the Board approve adoption of Resolution #106, Series 2010, entitled "**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, APPOINTING AN INTERIM TOWN CLERK**"?

Motion #1 by Trustee Flint, seconded by Trustee Nyberg, to approve adoption of Resolution #106, Series 2010. Motion carried.

CONSIDERATION OF A PROPOSAL TO CONDUCT A COMPREHENSIVE ANALYSIS OF JOB DESCRIPTIONS AND CLASSIFICATIONS DURING THE 1ST QUARTER OF 2011

Sue Boyd noted this conversation started during the 2011 Budget; staff looked at the classification schedule which was not updated since 2002 and found a more thorough evaluation of job descriptions needed to be done; this is a priority for 2011. Sue outlined what the project involved: looking at all job descriptions to see if they reflect responsibilities and expectations as well as intra and interdepartmental descriptions; review pay ranges to see that they reflect the market for similar work and looking at budget implications.

Discussion followed on most of the process will be done in-house but consulting fees would be discussed with the Board prior to utilizing consultants; concerns of a mechanism so that staff does not re-write their own job descriptions to meet their desired salary; this is about job descriptions and finding the job needs and qualifications of the individual; Mtn. States Employers Council may be utilized in the process; the Board reviewing the process at key benchmarks rather than at the very end; the Board makes the final decision; this discussion is for engaging a conversation and not the actual exercise which is not specific yet; proceed as long as Sue is on the right track as to what the Trustees want and not any "empire building"; do a comprehensive analysis of job descriptions but keep the Board apprised throughout the process; figure out the needs and wants of the community when putting together job descriptions. Sue will provide a more detailed plan with milestones and dates before the Board proceeds.

CONSIDERATION OF A PROPOSAL TO REORGANIZE THE PLANNING DEPARTMENT IMMEDIATELY

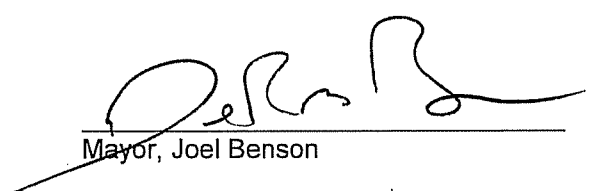
Sue Boyd noted Shannon Haydin has been offered a position with the City & County of Denver with a salary higher than what she is currently receiving and outlined a proposal for a Community Development Director and the reason for the position: Town Planner position has grown over time with a lot of focus on rewriting the land use code and solving problems that were created in the past that resulted in violations of the zoning code and more effort is now needed in this area; the zoning compliance program was created with a FT position; flood zone issues were overlooked in the past; there is a need for expertise tied to land use planning and to fill in for the Administrator in her absence; the permit review that was done previously by Jennifer Dixon will be shifted to Tony LaGrecca to support the process with oversight through Administration; budget implications are for an immediate adjustment of \$2843 for 2010 with the merit based bonus that is proposed for all employees and to be eligible for the 2011 merit increase in January with a move to the mid-pay for Job Grade 11. If this is not approved and Shannon moves to Denver the Town can post her position as Community Development Director or as the Planner position and solicited comments.

Discussion followed on are we discussing having the position with salary and getting the type of person we want so the Town can get to where it wants to go or are we trying to do it on the "cheap"; funds for the positions/raises would be an impact of \$2843 for 2010 and for 2011 it would be \$ 12,687 coming from reserve; concerns of creating the position to compete with the Denver offer; do we need more than a Planner in Buena Vista; the loss of Shannon's expertise with 10 years of managing a Planning Department will affect the Administrator's position; how far do we want to go and are we making Buena Vista a Breckenridge or Vail; there has been an evolution in the Planning Department with pro-activity rather than reactivity; are we OK with where things are; the Town needs a mechanism to review flood plain issues in the future; if this position is what we need to get to where we want to go and be proactive we should go with the Community Development Director position; do we need a Planner or Community Development Coordinator; having the wages so someone here "just in case"; history of the Planner position in Buena Vista. The Board will review the proposal separated from the person and discuss at the next meeting.

ADJOURNMENT

Motion #4 by Trustee Steinauer, seconded by Trustee Baker, noting that there being no further business to come before the Board declared that the meeting be adjourned at 2:11 PM. Motion carried.

Respectfully submitted:



Mayor, Joel Benson



Town Clerk, Diane Spomer